

From: [David Gallegos](#)
To: [Nancy Yarberry](#)
Cc: [Ashlie Brock](#); [Carlene Chambers](#); [David Parrish](#); [Deborah-J Stanley](#); dtoeroek@toeroek.com; [Kim Shultz](#); [Richardson, Sandra L.](#); [Shannon Savitch](#); [Sharon Martin](#); [Will LaBombard](#); [John Martin](#)
Subject: COMPLETE: e300.005 Westbank Asbestos DVD for John Martin - due before 3/25/11 - ESS-InfoRec-02-00253
Date: 03/29/2011 12:50 PM

Hi Nancy,

We have completed your request. We have created Special Collection No. 24159 (SC24159) in SDMS-C which contains all of the documents for the Westbank Asbestos site as of 03/23/2011 and delivered it as a set of 3 DVDs to John. Please excuse our delay as there were numerous documented problems with the extraction process. Also, please note that the following documents could not be found and were not included: 174644, 199972, 199975, 200011, 199981, 217853, 127126, 127127. Please let us know if there is anything else that we can assist you with.

Below is a summary of the deliverable.

DCN: ESS-InfoRec-02-00253
Task Order Name: Information/Records Support
Contract Number: EP-W-10-011
Contract Type: ESS Day Forward
Site(s): Westbank Asbestos
CERCLIS: LAD985170711
SSID: 06Y6
Contents: All documents for Westbank Asbestos as of 03/23/2011 - SC24159
Type of Deliverable: DVD
No. of DVDs: 3
No. of Images: 141324
Archive Copy Filed: Yes
Date of Delivery: 03/29/2011
Delivered To: John Martin

Thanks,
--David "Josh" Gallegos

Contractor to EPA Region 6 | Superfund Division
Toeroek Associates, Inc. | IT Support
Office: 214-665-9779

▼ Nancy Yarberry---03/17/2011 12:01:00 PM---ESS BACKGROUND: John is working on setting up a list if releasable documents that can be used for a

From: Nancy Yarberry/R6/USEPA/US
To: Shannon Savitch/R6/USEPA/US@EPA, Deborah-J Stanley/R6/USEPA/US@EPA
Cc: David Parrish/R6/USEPA/US@EPA, Carlene Chambers/R6/USEPA/US@EPA, Will LaBombard/R6/USEPA/US@EPA, Ashlie Brock/R6/USEPA/US@EPA, Sharon Martin/R6/USEPA/US@EPA, Kim Shultz/R6/USEPA/US@EPA, John Martin/R6/USEPA/US@EPA, David Gallegos/R6/USEPA/US@EPA, dtoeroek@toeroek.com, "Richardson, Sandra I." <SANDRA.I.RICHARDSON@saic.com>
Date: 03/17/2011 12:01 PM
Subject: e300.005 Westbank Asbestos DVD for John Martin - due before 3/25/11

[attachment "e300 004 Westbank.pdf" deleted by David Gallegos/R6/USEPA/US]

ESS

BACKGROUND: John is working on setting up a list of releasable documents that can be used for all Westbank FOIAs in the hopes that when a request for releasable docs comes in we can pass the requester the list of documents that they can select from, provide the docs, and close the request out quickly. This will save considerable time for everyone

TASK: Please create a DVD of all Westbank docs for JOHN MARTIN, deliver before 3/25/11. (You can provide John the DVD before the clean-up of the FOIA documents discussed below unless the cleanup can be done quickly.)

FOIA DOCS CLEANUP: Since we're constructing a List of all releasable docs, the FOIA documents need to be corrected. I'm including an excerpt from your metadata extraction - these are all the docs coded YC [Confidential FOIA]. As you know per our discussions and directions, external communication [incoming letters, ROCs, outgoing letters] are releasable. Please review the docs on this list and break out the interoffice emails (internal communication) from all external communication. All correspondence, ROCs, emails to the requester are releasable, YF. The interoffice emails are YC, exemption b5. The main entry will be the releasable doc, make the YC docs related to the YF. And since you're cleaning up these docs, if there is an index of the docs on the CDs to the requester, include that as part of the releasable OUTGOING response letters.

In a few cases there is a related YF [releasable] document for the same FOIA number, please review these and clean-up as required.

Please review Doc #9034242 which is related to #9034240 - clean up the two docs. I've attached an example of what the final response and the extensions, including the ROCs documents should look like. I believe everything else should go into the YC internal communications file, and there needs to be only one internal communications file per FOIA.

[attachment "Metadata - All Westbank 03 16 11 FOIA YC only.xlsx" deleted by David Gallegos/R6/USEPA/US]

[attachment "06-FOI-00346-10 final response.pdf" deleted by David Gallegos/R6/USEPA/US] [attachment "06-FOI-00346-10 extensions.pdf" deleted by David Gallegos/R6/USEPA/US]

Thank You,

U.S. EPA, Region 6
Nancy Yarberry, 6SF-VI

Superfund Records Manager
1445 Ross Ave., Dallas, TX 75202
Phone 214-665-6537
Fax 214-665-6660
yarberry.nancy@epa.gov

----- Forwarded by Nancy Yarberry/R6/USEPA/US on 03/16/2011 06:02 PM -----

From: R6 6SF FOIA Info
To: John Martin/R6/USEPA/US@EPA
Cc: Ashlie Brock/R6/USEPA/US@EPA, David Parrish/R6/USEPA/US@EPA, Delorise Dellenges/R6/USEPA/US@EPA, Glodine Albright/R6/USEPA/US@EPA, Nancy Yarberry/R6/USEPA/US@EPA, R6 6SF FOIA Info@EPA, Shannon Savitch/R6/USEPA/US@EPA, Sharon Martin/R6/USEPA/US@EPA, Tina Kirst/R6/USEPA/US@EPA
Date: 03/16/2011 10:29 AM
Subject: Re: 06-FOI-00218-11 Westbank Asbestos Metadata

Mr. Martin,

Per your request, we extracted the metadata for confidential Westbank records from SDMS-C. We combined it with the releasable metadata that was previously provided to you and color coded it. It is currently sorted by the access code column. Please let us know if you would like any changes to the metadata.

This metadata extraction may contain non releasable information regarding non releasable documents. Please review all fields before release or inclusion in another document. As the recipient of this document, you are solely responsible for removing any non releasable information.

[attachment "Metadata - All Westbank 03 16 11.xls" deleted by David Gallegos/R6/USEPA/US]

Thanks,

Deborah J. Stanley | SAIC
Deputy Project Manager | Infrastructure, Logistics, and Product Solutions Group
phone: 214.665.6637 | fax: 214.665.7570
mobile: 214.405.4950 | email: stanley.dj@saic.com

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▼ Deborah-J Stanley---03/08/2011 10:44:26 AM---Mr. Martin, Attached is the metadata for Special Collection No. 23935. Please let us know if you ne

Re: 06-FOI-00218-11 Westbank Asbestos Special collection 23935



Deborah-J Stanley to: John Martin

03/08/2011
10:44 AM

Cc: Ashlie Brock, David Parrish, Delorise Dellinges, Donna Toeroek, Glodine Albright, Nancy Yarberry, SANDRA.I.RICHARDSON, Shannon Savitch, Sharon Martin, Tina Kirst, R6 6SF FOIA Info

Mr. Martin,

Attached is the metadata for Special Collection No. 23935. Please let us know if you need anything else.

This metadata extraction may contain non releasable information regarding non releasable documents. Please review all fields before release or inclusion in another document. As the recipient of this document, you are solely responsible for removing any non releasable information.

[attachment "Metadata SC23935 - All Releasable Westbank.xls" deleted by Deborah-J Stanley/R6/USEPA/US]

Thanks,

Deborah J. Stanley | SAIC
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▼ R6 6SF FOIA Info---03/07/2011 01:48:09 PM---Good Afternoon John, Per our discussion earlier, I am sending you the special collection ID no. for

From: R6 6SF FOIA Info
To: John Martin/R6/USEPA/US@EPA
Cc: Nancy Yarberry/R6/USEPA/US@EPA, David Parrish/R6/USEPA/US@EPA, Shannon Savitch/R6/USEPA/US@EPA, Deborah-J Stanley/R6/USEPA/US@EPA, Glodine Albright/R6/USEPA/US@EPA, Tina Kirst/R6/USEPA/US@EPA, Ashlie Brock/R6/USEPA/US@EPA, Delorise Dellinges/R6/USEPA/US@EPA, Donna Toeroek/R6/USEPA/US@EPA, SANDRA.I.RICHARDSON@saic.com
Date: 03/07/2011 01:48 PM

Good Afternoon John,

Per our discussion earlier, I am sending you the special collection ID no. for 06-FOI-00218-11, containing potentially responsive documents. It is special collection 23935. The requester has amended her request to include only releasable documents. Please contact us if you have any questions or problems accessing the collection.

Thank you so much for your assistance,
Sharon K. Martin | SAIC
Document Control Specialist | Energy, Environment & Infrastructure
Business Unit (E2I BU)
phone: 214.665.2126 | fax 214.665.7570
email: Sharon.K.Martin@saic.com

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